

DataScanner™

DataScanner is the plain paper scanning module for DataDirector. You must install the software on a windows-based computer and use a TWAIN compliant scanner.

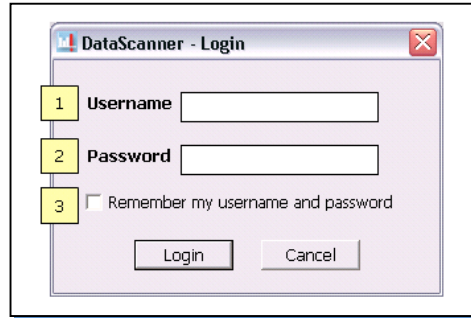
Step 1 – Log in to DataScanner



To begin using DataScanner, double click the DataScanner icon on your desktop. After launching DataScanner, the Log In screen will appear. DataScanner and DataDirector use the SAME username and password.

To log in:

- Enter the **Username** that you use for DataDirector
- Enter the **Password** that you use for DataDirector
- If more than one person uses the DataScanner computer, DO NOT check the *Remember my username and password* box.

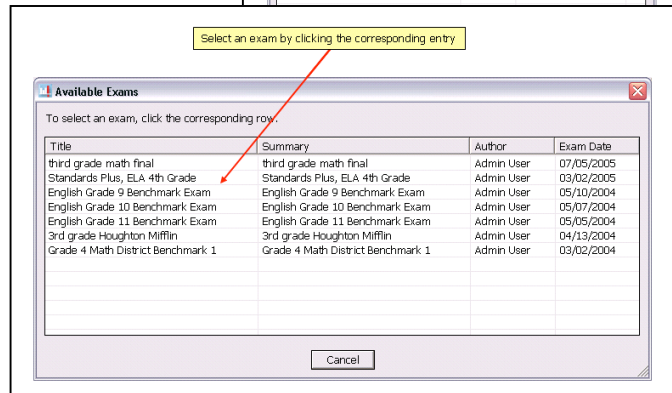
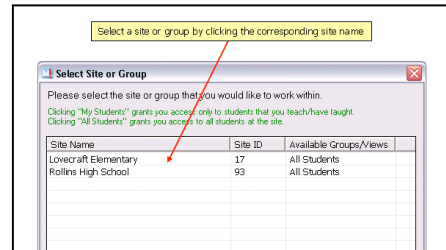


Step 2 – Select Site and Exam

If you have access to more than one site, you will need to specify the site that you wish to work with. If you only work with one site, this site selection screen will not be shown.

Before scanning, an exam template that corresponds to the answer sheets must be selected. The template provides information about the answer sheets, so that DataScanner knows exactly where to find the data on the sheet.

Note: Exam templates are exams specific. Therefore, you need to make sure that the correct template is chosen for a particular exam. Otherwise, it may result in incorrect interpretation of the data.



Step 3 – Processing Answer Sheets

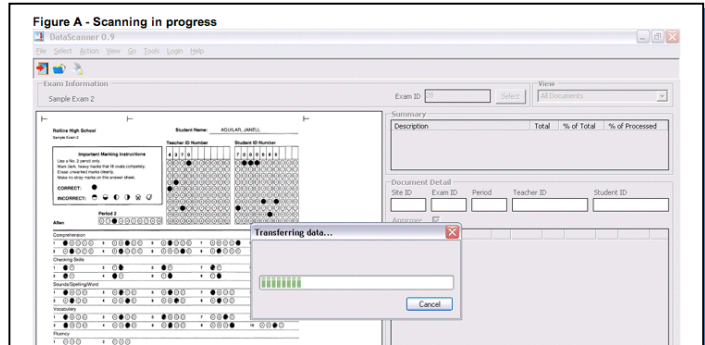


DataScanner QuickStart

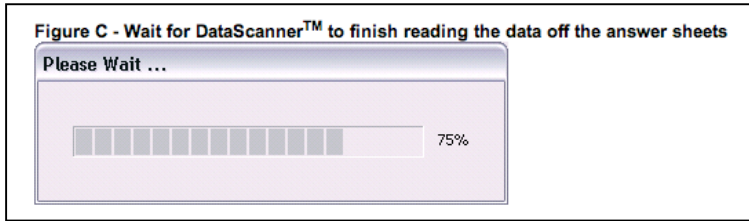
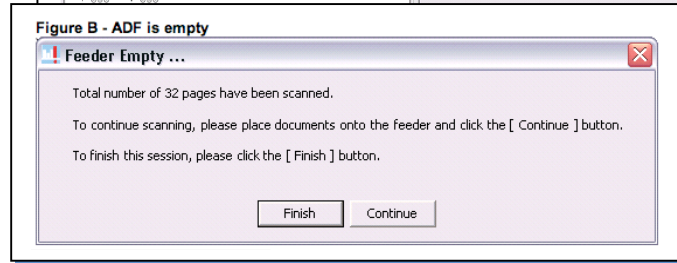
Place the answer sheets onto the Automatic Document Feeder (ADF) of the scanner.

Three ways to start scanning (Figure A):

1. Go to Action | Scan
2. Click the Scan Icon
3. Press the F5 key

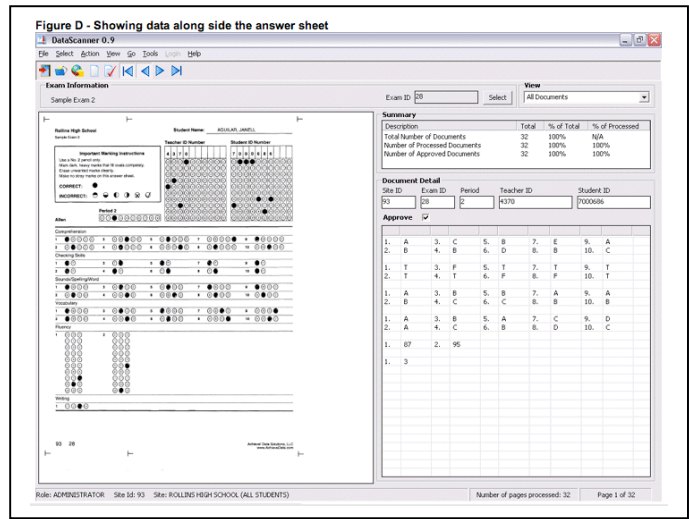


When the ADF is empty, you can load more answer sheets and click Continue to continue scanning. If there are no more answer sheets to scan, simply click Finish to end the scanning session (Figure B).



When all the answer sheets are scanned, DataScanner may still be in the process of reading the data off the answer sheets. Please wait for this process to finish (Figure C).

When the entire process is completed, the resulting data will be displayed along side the image of the answer sheet (Figure D).



Step 4 – Aborting or Approving Results



DataScanner QuickStart

Abort Results - If, for any reason, the acquired images or data are incorrect, you can abort the results and process the answer sheets again.

There are three ways to clear the results and the image viewer:

1. From the main menu, go to Action | Abort Results.
2. Click the Abort Results Icon.
3. Hit the CTRL-X keys.

Approve Results - Once all the answer sheets are scanned and processed, DataScanner will pre-approve them when the following information are scanned correctly:

1. Student ID
2. Teacher ID
3. Period (if applicable)
4. Answers

DataScanner WILL NOT pre-approve any answers that have:

- Multiple responses
- Blank responses

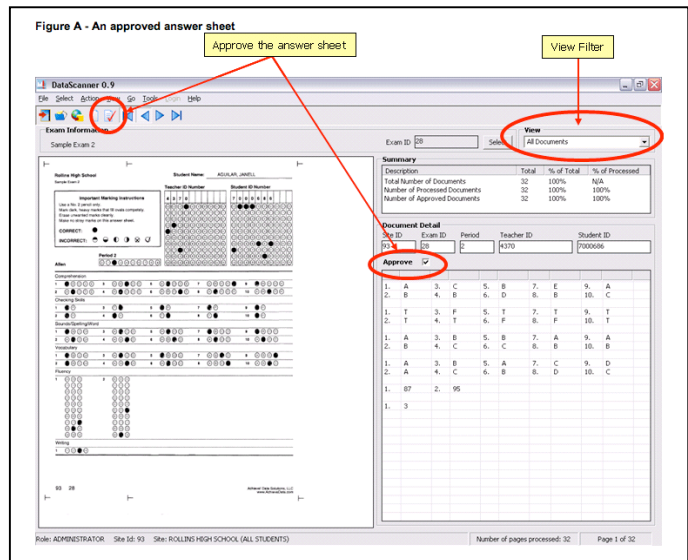
These sheets are intentionally not pre-approved to alert the user that marginally marked bubbles may exist. It is up to the user to decide if these marginally marked bubbles should be treated as marked or unmarked. At this point, the user also has the option to view an image of the scanned sheet and determine how to make any necessary corrections. To make corrections, click directly into the data cell and edit.

You can manually approve or disapprove an answer sheet by clicking the Approve Icon or by checking the Approve box, as shown in the Figure A.

DataScanner™ classifies answer sheets (documents) into four classes:

1. Approved Documents
2. Disapproved Documents
3. Unprocessed Documents
4. All Documents

The unprocessed documents are those that are scanned but not processed. This usually happens when not enough referenced marks are found on the answer sheet, or the documents are not scanned correctly. You can utilize the View Filter to show only the documents you want to work with.



Step 5 – Committing Results to DataDirector



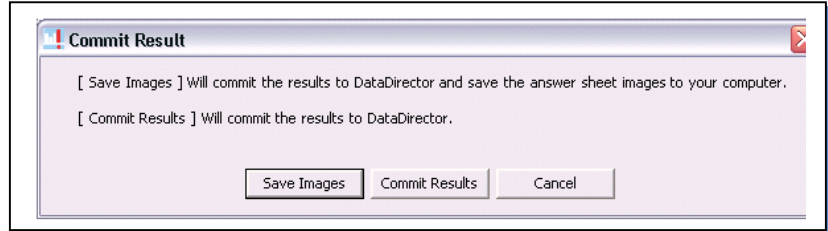
DataScanner QuickStart

Committing the results is the way that the scanned data is sent directly to DataDirector. After results are committed all exam reports are immediately available.

There are three ways to commit results to DataDirector:

1. Go to Action | Commit Results.
2. Click the Commit Results Icon.
3. Hit the F10 key.

Only the answer sheets that have been approved will be committed to DataDirector. Disapproved answer sheets are ignored and are not regarded as errors.



You can save the answer sheet images and data files before committing the results. This is your last chance to save a copy of the images. Once the results are committed, DataScanner will reset itself to free up the computer memory and disk space.

Once the process is completed, a message will be displayed to show the number of records that are successfully committed. If there are any records that are not committed to DataDirector™, a log will be displayed afterwards.



Step 6 – Export Log Files

When committing results to DataDirector, errors may occur due to incorrect site ID, exam ID, student ID, teacher ID or various network connection issues. In order to temporarily capture these errors without interrupting the DataScanner session, a log file is used.

If errors do occur, the built-in log browser will appear and display the log entries for examination once the rest of the results are committed to DataDirector. Hence, you can save the log to your computer as a tab-delimited text file.

